

MEMORANDUM FOR: Deputy Director of Personnel
Executive Officer
Deputy Director for Planning & Development ✓

SUBJECT: Competitive Promotion Boards and Quotas

1. Attached are four related sets of papers in draft which represents progress to date on staffing this subject. They are:

a. Outline of Steps in the Competitive Promotion Process

Summarizes steps in implementing the system recommended, and in making competitive selections.

b. Suggested Guide for Promotion Panel Operation

Do's and Don'ts for Panel Members.
Method for determining final rank order of candidates.

c. Biographic Briefs for Selection Purposes

Biographic brief instructions and format. Accomplished briefs for 7 GS-11 members of the SP Service. If desired, these could be ranked individually by the Task Force or the addressee's as a trial run to determine the degree of correlation which would result from evaluation by use of briefs only.

d. Staff Study on Determining Promotion Quotas

A suggested means which may be used in OP determining promotion quotas for each Career Service.

2. Suggest a meeting be held to discuss the papers on Monday, 23 April 1956.

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Attachments:
Tabs as listed above

Chief, Position Evaluation Division

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